



# Checklist for Nominations



**N**ominations must be submitted by Governors or Tribal Leaders on or before **November 21, 2002**. EPA is requesting that an electronic copy of the nomination package be submitted to [initiative.watershed@epa.gov](mailto:initiative.watershed@epa.gov). In addition, two paper copies must be mailed to: Robert Wayland, Director, Office of Wetlands, Oceans, and Watersheds; Mail Code 4501T; USEPA; 1200 Pennsylvania Avenue NW; Washington, DC 20460. Submissions by courier should be sent to: Robert Wayland, Director, Office of Wetlands, Oceans, and Watersheds; USEPA; Rm. 7130; 1301 Constitution Avenue; NW, Washington, DC 20004. Mark all submissions: ATTN: EPA Watershed Initiative. **To avoid delays related to enhanced security at government facilities, applicants are encouraged to use courier service.**

Each Governor or Tribal Leader may nominate two intra-state or intra-tribal watersheds. There is, however, no limit on inter-state or joint state and tribal nominations. For inter-state or joint state and tribal nominations, any of the involved Governors/Tribal Leaders may submit the nomination as long as they have the endorsement of all affected governmental entities. Each Governor or Tribal Leader will prepare or solicit watershed proposals in a manner most appropriate to their state or tribe and nominate the most meritorious to EPA. Each nomination must contain the following components:

☐ **One-page cover letter signed by Governor or Tribal Leader**

☐ **Ten Page Narrative with following Key Components**

*Narratives should be limited to 10 double-spaced, unbound pages of 12-point text, excluding the cover letter. Narratives exceeding ten pages will be disqualified. Project budgets, maps, letters of support and match certifications may be appended. In general, the narrative should clearly outline existing efforts and explain how the infusion of additional funds will result in cleaner water.*

**Characterization of the Watershed and Overall Watershed Planning Effort**

- ☐ An assessment of the natural resource and environmental conditions, and an identification of problem sources and areas for treatment. These include:
  - ☐ Description of the watershed's biological, physical, and, if relevant, social and/or cultural characteristics.
  - ☐ An identification of problems or threats facing the watershed.
  - ☐ A comprehensive description of the watershed plan, including: (i) short- and long-term watershed goals; (ii) identification and prioritization of projects; (iii) a delineation of which projects are part of the plan, but not eligible for funding; and (iv) person or entity responsible for implementing the watershed plan.

**Description of Proposed Projects**

- ☐ A description of the projects expected to be undertaken using the EPA grant. Included in this section should be:
    - ☐ A description of the relationship of the projects to the watershed plan and goals.
    - ☐ A detailed description of the proposed projects for EPA funding including: (i) a description of the components and goals of the projects; (ii) a project schedule; (iii) the project's itemized estimated budget including any leveraging commitment; and (iv) environmental milestones for determining whether the goals of the watershed projects are being realized.
    - ☐ A monitoring and evaluation component including a description of how the progress and ultimate success of the projects and watershed plan will be measured.
- description of how the projects complement or are consistent with other EPA, federal, and/or state programs or mandates.

**Description of Watershed Project Management and Stakeholder Involvement**

- ☐ A description of the management, staff, supporters, and stakeholders for both the watershed plan and the proposed projects, including:
  - ☐ Identification, qualifications, and past experience of the plan's leader, staff, and other active public and private partners who participate currently and are expected to participate in the plan's implementation, along with a description of specific roles and responsibilities.
  - ☐ Identification, qualifications, and past experience of the project's leader, staff, and other active public and private partners who participate currently and are expected to participate in the implementation of the proposed projects, along with a description of specific roles and responsibilities.
  - ☐ A description of the sources and nature of any technical expertise needed and/or obtained to carry out the projects.
  - ☐ A description or listing of other stakeholders who may play an indirect role in the specific project or overall watershed plan.

#### **Description of Outreach Activities**

- ☐ A strategy for transferring the knowledge gained from this effort to other areas.
- ☐ A description of an information and outreach component that will be used to enhance public understanding of the watershed proposal and encourage participation in the specific project or projects, and future activities regarding implementing the goals of the watershed proposal.

***Within these required elements, nominees should address completely and to the best of their ability the evaluation criteria outlined in the Federal Register Notice.***

To substantiate the information contained in the narrative portion of the submission, proof and/or documentation to verify partnerships and matching funds is required and may be submitted as appendices. Items that must accompany the narrative description include:

- ☐ **Budgets reflecting a detailed breakdown of cost by category for each project.**
- ☐ **Signed letter(s) from active partners indicating their commitment to implementing the watershed plan and specific proposed projects.**
- ☐ **Signed letter(s) from individuals or businesses committing to provide matching funds, either cash or in-kind, and the amount of equivalent value of the commitment toward the project(s)**
- ☐ **For inter-state or joint state-tribal nominations, signed letter(s) expressing the support of the other participating governmental entities.**
- ☐ **Maps (optional).**

***EPA is requiring applicants to demonstrate a minimum non-federal match of 25% of the total proposal cost. EPA encourages applicants to leverage as much investment as possible, and those entities that exceed the minimum requirement may be preferred in the selection process.***

***For more specifics on the nomination package, including the Federal Register Notice and Regional contact information (for questions), see the Watershed Initiative's website at <http://www.epa.gov/owow/watershed/initiative/>***

